

SECTION: FOOD DELIVERY SYSTEM

SUBJECT: Food Instrument Receipt and Distribution

ITEM: *Participant's WIC Identification and Food Instrument Receipt*



Policy	Local agencies shall require proper identification and prepare food instrument packages following these guidelines.
---------------	---

Basis for policy	7 CFR 246.12 (l) and (r)
-------------------------	--------------------------

Participants' receipt of food instruments	Local agencies shall require participants to present their "WIC Authorization Folder" (WAF) at the time of food instrument distribution. If doubt exists as to the participant's true identity, the agency shall require additional forms of identification.
--	--

If the participant is unable to present the WAF (e.g., lost, forgotten, etc.), the agency shall accept other forms of identification. Refer to WPM Section 270-20, "Proof of Identity," for additional information regarding other forms of identification and what to do if no acceptable identification is presented.

If a participant is unable to pick up food instruments, an alternate or proxy may be authorized to do so. Refer to WPM Section 270-30, "WIC Authorization Folder," for further information on alternates and proxies.

Prior to printing the food instrument package the local agency shall confirm the participant's choice of grocer. The purpose of such confirmation is to minimize the incidence of voided food instruments. If the participant requests a change in grocer after the food instrument package has been printed, the local agency shall void the first package and print a second food instrument package with the name of the participant's new choice of grocer.

At each food instrument issuance, local agencies shall ensure that WAFs are complete and include the local agency name and address. Inclusion of local agency phone number is also encouraged. The family name and identification number shall be written on the WAF cover. Local agencies shall obtain the signature of the individual authorized to receive food instruments on the WAF in the space labeled "Participant / Parent / Guardian Signature/ Firma de Guardian / Padre / Participante." Each participant's name and WIC identification number shall be listed on the WAF in the space labeled "Participant Family Members, Participantes del

Participants' receipt of food instruments (cont'd)

Familia." It is the local agency's responsibility to ensure that each participant name and number entered on the WAF are correct and legible. Completion of the WAF will allow easy identification of the participant if the WAF is lost.

Refer to WPM Section 270-30 for further information on WAFs, Integrated Statewide Information System (ISIS) generated WIC ID numbers, and how to delete information on a WAF.

Food instruments that are lost by or stolen from the participants may not be replaced by the local agency. Refer to WPM Sections 380-10, "Mailing Food Instruments to Participants" and 350-20 "Lost/Stolen Checkstock from Local Agencies," for more information on lost or stolen checkstock and food instruments.

When the participant/parent/guardian uses an alternate to obtain the family's food instruments or use food instruments at the store, the alternate must first sign the WAF. See WPM Section 270-30 for more information on alternates and proxies.

Food instrument log

Local agencies shall obtain the signature of the individual authorized to receive a family's food instruments on the food instrument log. The participant/alternate or proxy's signature on the food instrument log attests to the fact that she/he has received all the food instruments issued to the family. Local agencies shall also ensure that the name of the participant for whom the food instrument package was issued is legibly printed on the food instrument log. Completed food instrument logs must be retained for three years. Refer to WPM Section 150-30, "Program Records: Maintenance of Specific Records," for more information on records retention.

Signature verification

The local agency shall compare the participant's/alternate's original signature on the WAF against the signature on the food instrument log when food instruments are issued to verify the identity of the participant/alternate. When a proxy picks up food instruments, the local agency shall check the participant's signature on the proxy's note against the participant's signature on the WAF, check the proxy's identification, and retain the proxy's note in the agency files. The local agency shall verify that the correct food instruments are issued to the correct participant. Refer to WPM Section 270-30, "WIC Authorization Folder," for more information on alternates and proxies.